

GATHERING AND USING PRIVACY ACT INFORMATION

Security access

Signing in at the guards' desk generates a record of your gaining or seeking access to a controlled area, and the time at which access was gained or sought. This information is collected pursuant to 19 U.S.C. § 1331(a)(1)(A)(iii). Disclosure of the information is voluntary, but failure to provide the information may result in denial of access to the controlled area. These records are used to permit tracking of individual movements in circumstances such as when there has been a security breach or theft, and to monitor access to restricted areas. In appropriately limited circumstances, these records may be disclosed to other agencies, Congress, agency contractors, grantees, consultants, or volunteers, union personnel, and incidental to certain requests, or in litigation.

Computer use

Use of a Commission computer or web site can generate a record of which files and Internet addresses to which you gain or seek access. This information is collected pursuant to 19 U.S.C. § 1331(a)(1)(A)(iii). Disclosure of the information is voluntary, but failure to provide the information may result in denial of access to the files or addresses. The information is used primarily to help you in obtaining the assistance you seek from Commission sites. The information is also used for statistical purposes, such as assessing numbers of visitors, system performance and cost, and identifying problem areas. Finally, network traffic is monitored to identify unauthorized attempts to upload or change information, or otherwise cause damage, knowingly or inadvertently. Information may be shared with agency staff and contractors assisting the staff who have a need for the information. When required by law or in very unusual circumstances such as misuse of our system, individual information may be shared with Congress, the public, union personnel, other agencies, or in litigation.

Library use

Checking out materials from a Commission library can generate a record of which materials you have checked out. This information is collected pursuant to 19 U.S.C. § 1331(a)(1)(A)(iii). Disclosure of the information is voluntary, but failure to provide the information may result in denial of access to library materials. These records are used to permit tracking of individual library use to prevent loss of agency materials. In limited circumstances, these records may be disclosed to other agencies, Congress, agency contractors, consultants, or volunteers, union personnel, and incidental to certain requests, or in litigation.

Administrative Protective Order breach investigations

You may be asked to provide information pertinent to an investigation of whether a USITC Administrative Protective Order has been breached. This information is collected pursuant to 19 U.S.C. §§ 1337, 1677f, and 2252. Disclosure of the information is mandatory, and failure to provide the information may result in sanctions. In limited circumstances, these records may be disclosed to other agencies, Congress, agency contractors, and incidental to certain requests, or in litigation. When necessary, information about one person in a breach investigation may be disclosed to other persons in the same investigation. In very rare instances, information may be made public, such as when a public sanction is issued or when nonpublic information improperly disclosed must be retrieved.